



MYBUILDINGPERMIT.COM EPLAN INTERIOR ALTERATION APPLICATION CHECKLIST

The following items must be provided and be complete in order to properly process your tenant improvement permit.

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Site plan showing exact location of area in building to be improved and the location of the building in which the improvement is proposed (show cross-streets). |
| <input type="checkbox"/> | Plans of the tenant space, drawn to 1/4" or 1/8" scale showing: |
| <input type="checkbox"/> | An architect's/engineer's signed registration stamp must appear on plans and calculations prepared by such professionals and is required by the State if over 4,000 square feet of construction. |
| <input type="checkbox"/> | Size of rooms and corridors with door and window locations |
| <input type="checkbox"/> | Required fire walls and doors |
| <input type="checkbox"/> | Plumbing fixture locations and barrier-free accessibility |
| <input type="checkbox"/> | Mechanical equipment locations. Structural design calculations are required by a licensed architect or engineer to verify the adequacy of the structure. A separate permit is required for rooftop equipment which must be screened to be architecturally compatible with the existing building. |
| <input type="checkbox"/> | Cross Section showing: wall and ceiling construction |
| <input type="checkbox"/> | Reflected ceiling plan showing: location of all pathway lighting and exit signs |
| <input type="checkbox"/> | Complete Energy forms, Building Mechanical Systems and Lighting Power Budget, for compliance with Washington State Energy Code 51-11. |
| <input type="checkbox"/> | NOTE If RESTAURANT, need Health Department (206)-296-9791 approval prior to issuance <u>or</u> at time of application. |

QUESTION► Will this business be preparing or serving food or beverages, or making pet foods?

YES

NO

(Stop Here)



If **YES**, and you believe your business will produce less than 100 ppm combined fats, oils and grease you can contact City of Kirkland Public Works Wastewater Division to see if you qualify to be exempt from installing a grease removal device by providing an exemption affidavit. **Please provide a copy of Wastewater's approval with this application.**

-or-

If **YES**, and you agree that your business will produce more than 100 ppm combined fats, oils and grease you will have to install a properly sized grease removal device compliant with Chapter 10 of the Uniform Plumbing Code and Chapter 15.36 of the Kirkland Municipal Code. City of Kirkland Public Works Wastewater Division registers approved grease removal devices and provides education and training on their proper use. **Please provide a copy of Wastewater's approval with this application.**

For additional Wastewater information please contact:

City of Kirkland Public Works Wastewater

Mail – Public Works Wastewater, 123 5th Ave, Kirkland WA 98033

Physical Address – 915 8th St, Kirkland WA 98033

Email – bwallace@kirklandwa.gov

Telephone – 425-587-3909